

AIS Guide to Uploading Support Materials and Samples of Artistic Work

1. Click the **Assign Portfolio Folder** button below to access your **Portfolio** folder, **AIS Program 2011-12**.

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Portfolio

This Portfolio has the following requirements:

	Minimum Files	Maximum Files	File Size Less Than
Images	0	<=40	25 MB
Videos	0	<=10	400 MB
Documents	0	<=20	10 MB
Audios	0	<=10	25 MB

Wayne Cook

Artists in Schools Application 2012-FY2012



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2. Next to the folder **AIS Program 2011-12 – Artists in Schools FY11-12**, click **Add Material** (blue icon with a green “+”) to upload materials and samples into the folder. See accepted file types below.



3. **Title** and **Description** fields will be displayed on the upload page.

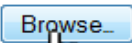
Portfolio




Folder: * Artists in Schools Application 2012-FY2012

Title: * 1

Description: 2

Portfolio:

 3

4

Do not use special characters (# signs, apostrophe, etc.) in the file name, or file will not upload.

- For Support Materials enter title of document (California CDP Funder Report for AIS, Bios, Letter(s) of Intent, etc.), and a brief description.
- For Samples of Artistic Work (audio/visual) enter corresponding log number and title of artistic work (ex: 1. Artist/Group Name, Title of Work), and a brief description.

Click **Browse** to find in your computer the file you wish to upload.

4. Click **Submit**. You will now see the file in your portfolio folder.
6. Repeat steps 2 – 4 until you have uploaded all your materials to your folder. Drag and drop your files to put them in the order needed.

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Wayne Cook




Artists in Schools
 Application 2012-
 FY2012







Folder Name: Artists in Schools Application 2012-FY2012
Folder Size: 0.80 MB



Flyers



Bios



Images

7. To attach (**map**) the folder to your application, click the **radio button to the right of the red "x"**. A **Map Folder** button will appear next to the **Create Folder** button. Click **Map Folder** to attach your materials to your application.

Portfolio

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Audios	0	<=10	25 MB



9. After clicking **Map Folder**, the pop-up window will disappear taking you back to the Uploading Support Materials page. Here you will see all of your attached support materials and samples of artistic work.

A Acceptable File Types and Size Limits:

JPG jpg, jpeg, gif, bmp, png, tif, 3gp, avi, flv, mov, mp4, mpg, rm, wmv, doc, docx, txt, xls, xlsx,

PPT pps, ppt, pptx, pdf, aac, mid, midi, mp3, mpa, ra, wav, wma, eps, m4a

A Audio: 25 MB

D Documents: 10 MB

In Images: 25 MB

V Video: 400 MB

C Click here to upload materials

Assign Portfolio Folder		
:	Flyers	Production materials Flyers_AIS.doc
	Bios	Artist resumes Bios.doc
	Images	Lovely Bear Koala.jpg



10. When all work samples have been uploaded, click **Save and Continue**.

For videos, we recommend that you save your videos as either QuickTime .MOV, Windows .AVI, or .MPG files— these are the most common formats and they work well within our system. We specifically recommend the MPEG4 (H.264) format at 640x480 resolution with MP3 audio. Resizing your video to these specifications before uploading will help your clips look better. **Note there is a file size limit of 250 MB.**

If your video does not meet the minimum requirements, please use the website below to convert your file.

<http://www.mediaconverter.org/>

Acceptable File Types:

jpg, jpeg, gif, bmp, png, tif, 3gp, avi, flv, mov, mp4, mpg, rm, wmv, doc, docx, txt, xls, xlsx, pps, ppt, pptx, pdf, aac, mid, midi, mp3, mpa, ra, wav, wma, eps, m4a